



Department of Administrative Services Customer and Employee Relations Job Announcement

ANNOUNCEMENT #: 200644

POSITION: Category Analyst

LOCATION: State Purchasing
200 Piedmont Avenue
13th Floor, West Tower
Atlanta, GA

APPLICATION DEADLINE: Open until filled

WHO MAY APPLY: All Applicants

PAY GRADE: 15

PAY GRADE SALARY RANGE: \$2,877.78-\$5,040.60

GENERAL DESCRIPTION: Join the state of Georgia in building a strategic sourcing team to help us realize a procurement transformation as we adopt best practices.

The Category Analyst will serve as a procurement specialist in State Purchasing's Strategic Sourcing section, provide in-depth research and analytical support for assigned category in a variety of procurement activities, and support on-going category and vendor performance management. May support multiple categories.

MINIMUM QUALIFICATIONS: Completion of a four-year degree from an accredited college or university.
AND
One year of professional procurement/sourcing experience.
OR
Five years of professional procurement/sourcing experience.
OR
One year of experience as a Strategic Support Analyst.

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Master's degree from an accredited college or university
- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM),
- Prior government procurement experience
- E-sourcing experience
- Experience using PeopleSoft Financials 7.2 or 8.8
- Procurement/Sourcing experience in one or more categories in the following areas:
 - Services
 - Goods
 - Capital Expenditures
 - IT